

EDITED TASK LISTING

CLASS: SUPERVISING PSYCHIATRIC SOCIAL WORKER I, CF

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Supervise psychiatric social worker staff to ensure compliance with program policies (e.g., DOM (Departmental Operations Manuel), Title 15, P&CSD (Parole and Community Services Division) policies, mandated POC (Parole Outpatient Clinic) policies, current DSM (Diagnostic and Statistical Manual), ethical professional practices, etc. using supervisory training and expertise, as needed through direct or indirect contact.
2.	As a member of the regional management team, plans and organizes the psychiatric social work duties and assignments for an assigned region and determines where social work services are needed for parolees accepted for treatment within the POC (Parole Outpatient Clinic) system in order to provide quality mental health services to stabilize the parolees' integration into the community and reduce recidivism using Title 15, the DOM (Departmental Operations Manuel), P&CSD (Parole and Community Services Division) policies, current DSM (Diagnostic and Statistical Manual), ethical professional practices, supervisory training and expertise, etc., under the general direction of the Regional Chief Psychiatrist.
3.	Conduct staff meetings, as needed, for psychiatric social worker staff to ensure standardized implementation of POC policies, training, continuing education, and implementation of new policies and procedures using facilitation skills, supervisory knowledge, etc.
4.	Evaluate staff performance using observation, statistical data, and other information, etc. to facilitate the completion of probation reports, annual performance evaluations, commendations and MSAs (Merit Salary Adjustments), on an on-going basis.
5.	When necessary, implement progressive disciplinary procedures to remediate substandard employee performance or behavior using observation, statistical data (e.g., attendance records, automated tracking system, DAR – Daily Activity Report, clinical skills), reports, and other information, etc.
6.	Supervise training of license-eligible psychiatric social workers to ensure that they have the opportunity to meet all the training hours and the professional standards needed for licensure using BBS (Board of Behavioral Science) requirements, required forms, AB 1975, Health and Safety code, Title 15, and Department of Correction regulations, etc., as needed.

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7.	As directed by P&CSD, supervise the collection of data related to POC population to assist with any authorized research, using accepted research protocols, TCMP-MI (Transitional Case Management Program- Mentally Ill) automated system data, etc.
8.	As a member of regional and statewide management teams, assist in the development of effective social work procedures for POC programs to ensure standardization statewide using Title 15, DOM (Departmental Operations Manuel), P&CSD (Parole and Community Services Division) policies, ethical professional practices, supervisory training and expertise, etc., as necessary.
9.	Supervise the establishment and maintenance of cooperative working relations with community agencies, CBOs (Community Based Organizations), etc. to develop community resources and access to Federal, State, and private entitlement programs (e.g., SSI – Social Security Insurance, housing, medical benefits, Veterans’ Administration benefits, employment, education, rehabilitation) using knowledge of the available resources, ability to develop new resources, good communication skills, and ability to interface in person with community organizations’ senior management, on a continuing basis.
10.	Address various community groups about the POC program to facilitate positive public relations, educate the community regarding the services provided by POC for parolees, and recruit employees using public speaking skills, knowledge of the programs and P&CSD, as needed.
11.	Recruit, screen, interview, and hire PSWs for POC regional offices to fill any vacancies or newly-established positions, using P&CSD hiring procedures, candidate information, certification lists, recruiting and interviewing skills, and appropriate CDC new-hire forms, etc., as necessary.
12.	Prepare written and electronic correspondence and reports related to POC programs, employee recruitment, and administrative duties to facilitate optimal clinical and administrative functioning using writing skills, analytical skills, computer software, e-mail, etc., as required by circumstances.
13.	Monitor compliance with Equal Employment Opportunity (EEO) objectives and fair employment practices to ensure a safe, productive, and non-hostile work environment using knowledge of EEO goals and consultation with EEO representatives, bargaining unit representatives, and chain of command as appropriate.

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14.	Oversee PSW case assignment to ensure the appropriate delivery of psychosocial services using knowledge of individual clinical staff skills, parolees' needs and issues, and available staff resources; POC policies and procedures, etc. as required by the program.
15.	Provide clinical guidance (e.g., case consultation, differential diagnosis) and training for psychiatric social workers to improve quality of care and provide appropriate treatment using professional code of ethics, knowledge of community standards, P&CSD policies, DSM-IV(TR), etc., on an on-going basis.
16.	Provide direct clinical services as needed or as directed by the appropriate authority to ensure adequate case coverage or to provide expertise for high profile cases using knowledge, experience, and supervisory skills.
17.	Supervise PSW staff to ensure the timely completion of IPE (Initial Psychiatric Evaluations), patient treatment plans, and IDTT (Inter-disciplinary Treatment Team) meetings using communication skills, supervisory skills, POC policies and procedures, etc., on an on-going basis.
18.	Travel (including overnight) to various regional and statewide locations to facilitate direct supervision and positive lines of communication, standardize services, implement policies and procedures, to attend training and continuing education, etc. using state or privately-owned vehicle, airlines, etc. as necessary.
19.	Establish professional and respectful working relationships with supervisors, administrators, staff, subordinates, parolees, state, federal, and local agencies in order to provide the highest quality of services for POC parolees using tact, positive communication skills, public relations skills, knowledge of CDC organizational structure, etc., on a daily basis.